

➔ PILOT RECORDS IMPROVEMENT ACT ➔

General Instructions For Users

PRIA is a public law requiring background checks to be requested and received by air carriers (14 CFR Parts 121, 125 and 135) for ALL pilots applying to their company for employment. A pilot may be “hired” and begin training with a company before the check is complete. However, all background checks must have been completed before the pilot can be fully “employed” and “begin service” as a pilot, flying passengers or cargo.

Advisory Circular (AC) 120-68C (PRIA), which contains most of the necessary information, instruction, and related request forms that you will need, is available at: www.faa.gov/avr/afs/pria It is very important to read and be familiar with this document.

Use of the pre-printed PRIA request forms found in appendix 2 and 3 of (AC) 120-68C for FAA requests should be used instead of previous versions. These forms will ensure a timely and accurate response for your requests. DO NOT use a PRIA request form for a Privacy Act, Freedom of Information Act, mechanic, or any other Part 91 request.

Your air carrier certificate number MUST be included on all PRIA requests. If you are a “Third Party Agent,” hired by an air carrier to obtain pilot records for the company, a letter of designation that authorizes you to request records on behalf of the air carrier must accompany EACH PRIA request. A sample designation letter is included on the last page of these instructions (for use by verification companies – NOT air carriers).

General tips for completing the PRIA request forms include the following:

1. Always type or print all information clearly.
2. The company must have either an existing air carrier certificate number, or a pre-certification number obtained from the FAA.
3. Do not use the words “Pending” or “NA” on any entries.
4. Ensure that all signatures and dates have been entered and are readable.
5. Include your phone and fax numbers, and email addresses on all requests.

A completed PRIA request consists of four sets of forms that are found in Appendices 2, 3, 4, 5, 6, and 7 of the Advisory Circular. All applicants must complete, sign, and date each of the four sets of forms, consenting to the release of their records. You should then furnish the applicant with a signed and legible copy of each form for their personal file.

➔ **DISTRIBUTION OF A PRIA REQUEST USING FORMS FROM (AC) 120-68C**

1. Appendices 2 and 3 should be sent to the FAA in Oklahoma City, OK.

From the FAA records request, you will receive an individual Pilot Profile Letter for each applicant that contains the following information from the previous 5 years:

- a. Medical certificate verification, including class, with any limitations.
- b. Airman certificate verification, including level, category, class, and type ratings.
- c. Summaries of closed FAA legal enforcement actions resulting in a finding by the Administrator of a violation that was not subsequently overturned.

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2. Appendices 4 and 5 should be sent to the applicant's previous air carrier employer(s).

From the air carrier records request you should receive, from the previous 5 years:

- a. Records pertaining to the individual, including drug and alcohol, if applicable.
- b. Records pertaining to the individual's professional performance as a pilot.

3. For Appendix 6 concerning the National Driver Register use the following procedure:

- a. AC 120-68C states, "Requests for NDR records should be made directly to any state motor vehicle agency."
- b. However, since January 1998, the NDR form in AC 120-68C is not consistently used by every state. Before completing any requests, contact the state in which the hiring air carrier is located to confirm, request, and receive the proper NDR request form, if the form in the Advisory Circular is not being used by the state.
- c. Send the completed request form(s) to the state in which the hiring air carrier is located, for processing.
- d. If that state is unable to complete the request, forward the request to the state of Texas. The state of Texas processes forms for much of the country. Their customer service number is 512-424-2600. For more immediate service and information concerning the processing of NDR checks, call 512-424-2010.
- e. If the state of Texas is unable to complete the request, contact the National Driver Registry in Washington DC at 202-366-4800 and request that they complete your NDR check. The NDR will consider these requests on a case-by-case basis.

From the National Driver Registry check you should receive:

- a. Status of the pilot's current state driver's license.
- b. Record of any suspension or revocation from the previous 5 years, if applicable.
- c. Driving under the influence of alcohol, if applicable.

Further NDR information is available at: www.nhtsa.dot.gov/people/perform/driver

4. Appendix 7, concerning the release of drug and alcohol testing records, is to be completed by the new employer, signed by the employee, and transmitted to the previous employer, along with appendices 4 and 5.

The FAA portion of your PRIA records request will be processed and returned to you by mail within 2 working days of receiving your request.

FAA requests that require additional action(s) or clarification will be completed and returned to the customer as soon as possible after the corrective action has been completed.

Previous employers are required by law to furnish records within 30 days of receiving your request. (Refer to Advisory Circular AC 120-68C paragraph 8 a (3), page 3).

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➔ GENERAL PRIA QUESTIONS AND ANSWERS

IS ANYONE EXEMPT FROM PRIA?

YES. Operations such as student instruction, banner towing, crop dusting, parachute jumping, aerial photography, and other operations that are strictly conducted under 14 CFR Part 91, are exempt from PRIA. Also exempt are some corporate ownership operations by companies that own their own airplanes, employ their own pilots, and operate strictly under 14 CFR Part 91, Subpart F.

IF A COMPANY OPERATES UNDER PART 135 BUT ALSO CONDUCTS PART 91 OPERATIONS, MUST THEY COMPLY WITH PRIA?

YES - If a company operates under Part 135 but also conducts Part 91 operations, that company IS required to conform with PRIA. Otherwise, pilots hired under Part 91 could later be transferred to Part 135 operations with no background check being conducted.

MUST A PART 91 OPERATOR FURNISH INFORMATION CONCERNING PRIA?

YES – Even though smaller operators are not required to retain records on their pilots, they are still required to respond to a record request. PRIA states that an air carrier shall request and receive pilot performance and other records from any air carrier or “other person.” “Person” is defined as corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals. If there are records available, the small operator is required to send them. If the records no longer exist, a short letter stating so should be written and forwarded in place of the records.

IS MY PRIA REQUEST COMPLETE WHEN I RECEIVE THE FAA REPORT ONLY?

NO. The PRIA request is complete ONLY when you have received all responses.

ADDITIONAL PRIA QUESTIONS AND ANSWERS, AND DEFINITIONS, ARE AVAILABLE FROM AFS-620, AND CAN BE FURNISHED UPON REQUEST.

➔ MAILING YOUR PRIA REQUEST(S) TO THE FAA

When using REGULAR MAIL, send your completed FAA PRIA record requests to:

Federal Aviation Administration, Aviation Data Systems Branch, AFS-620 (PRIA)
PO Box 25082, Oklahoma City, OK 73125-0082

When using any OVERNIGHT or EXPEDITED MAIL SERVICE, send your completed FAA PRIA record requests to the following street address:

Federal Aviation Administration, Aviation Data Systems Branch, AFS-620 (PRIA)
6500 South MacArthur Blvd, ARB Room 313, Oklahoma City, OK 73169

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Your completed PRIA request(s) may also be faxed to: 405-954-4655.

The PRIA Hotline phone number is: 405-954-0990.

Or for personal assistance, you may directly contact the PRIA staff in Oklahoma City:

1. John Ryan, PRIA Program Manager, 405-954-6367 (e-mail: john.a.ryan@faa.gov)
2. Vickie Lynn, PRIA Staff, 405-954-9700
3. Diane Irick, PRIA Staff, 405-954-1220

➔ SAMPLE DESIGNATION LETTER (For designated third party agents only)

YOUR COMPANY NAME AND ADDRESS

January 15, 2004

**Federal Aviation Administration
AFS-620 (PRIA)
PO Box 25082
Oklahoma City, OK 73125**

TO WHOM IT MAY CONCERN:

Please accept this letter as verification that (your company) based in (your location) has been contracted as a third part designated agent of (the air carrier) to complete the requirements of the Pilot Records Improvement Act (PRIA) concerning the verification of an applicant's Airman Certification, Medical Certification, and closed enforcement action, if any, within the previous 5 years.

All of the information requested by (the air carrier) should be forwarded within 30 days to (your company) who in turn, will forward the returned information to the Human Resources Department of (the air carrier).

Should you have any questions, please feel free to contact me at (your phone number). Thank you in advance for your cooperation.

Sincerely,

**James Herriot
Director of Human Resources
YOUR COMPANY NAME**

➔ CUSTOMER FEEDBACK

Were you satisfied with the information that you have just received? Your comments or suggestions that could help us improve our product or services are welcome at any time.